



# **Employers Guide to Online Recruiting**

**[Jobs.utah.gov](http://Jobs.utah.gov)**

**Utah Department of Workforce Services**

## Table of Contents

Employer Login Process (Existing Username & Password).....	0
Forgot Username Process – (Can’t remember Username) .....	2
Forgot Password Process – (Can’t remember Password).....	4
New User Process – (First time using System).....	6
Employer Home Page.....	10
Employer View Job.....	11
Create New Job / Create Copy / Edit / Finish Creating Job .....	12
Suggested Job Classifications.....	13
Confirm Job Classification.....	13
Job Listing Completed.....	14
Find Job Seekers – (Review Seeker Summaries).....	15
Find Job Seekers – (Sorted Job Seeker Summaries).....	16
Accepted Job Seeker Summaries.....	16
Undecided Job Seeker Summaries.....	17
Rejected Job Seeker Summaries.....	17
Change Job Requirements – (Increase/Decrease Summaries).....	18
Close Job Listing (Close Job Warning).....	19
Job Hire Info (When Closing Job Listing).....	19
Change Contact Information.....	20
Change Password.....	21
Change Username.....	21

# Employer Login Process (Existing Username & Password)

This screenshot shows the Utah Department of Workforce Services website in Microsoft Internet Explorer. The address bar displays <http://jobs.utah.gov/employer/dwsdefault.asp>. The page features a navigation bar with "for Job Seekers", "for Employers", and "for Information and Services" tabs. A red arrow points to the "for Employers" tab with the text: "Click **for Employers** tab to access employer information pages." Another red arrow points to the "Employer Login" box on the right, which contains a "Signup" button, a "Choose Destination:" dropdown, a "Search Resumes" dropdown, and fields for "User Name" (containing "test") and "Password" (containing "\*\*\*\*"). Below these fields are "Login" and "Clear" buttons. A yellow oval highlights the "Login" button with the text: "Enter Username and Password in the fields provided then select **Login**. Note: This is the **quickest** way to get into the system." A third red arrow points from the "Search for Employees" link in the "Employers" section to a text box at the bottom of the page.

For Employers - Microsoft Internet Explorer

Address <http://jobs.utah.gov/employer/dwsdefault.asp>

State Online Services Agency List Business.utah.gov Search Utah.gov GO

Department of Workforce Services Utah's Job Connection Search jobs.utah.gov GO

for Job Seekers **for Employers** for Information and Services

**Employers**

- Search for Employees
- Report Quarterly UI Taxes
- Seminars / Workshops
- New Hire Registry
- Recruitment Services
- Economic Information
- Hire Vets First

**Services by Topic**

- Adjudications and Appeals
- Child Care
- Economic Information
- Food and Financial
- Jobs

**Employer Login** Signup

Choose Destination: Search Resumes

User Name: test

Password: \*\*\*\*

Login Clear

May 3rd What's New

- 22232 jobs today
- 2005 Best Companies to Work For Award Booklet
- WIA and Wagner-Peyser 2 Year Plan 30 day public comment period

Click [here](#) for the alta Vista Language Translator site. Oprime [aqui](#) para el sitio del traductor del lenguaje de Alta Vista.

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Another way to log into the system is by clicking on the "Search for Employees" link. This will take you to the "Employer Services" page below. From this page click on "Find Employees – Post a Job – Search Resumes."

This screenshot shows the "Employer Services" page on the Utah Department of Workforce Services website. The address bar displays <http://jobs.utah.gov/employer/emsservices.asp>. The page features a navigation bar with "for Job Seekers", "for Employers", and "for Information and Services" tabs. A red arrow points to the "Find Employees - Post a Job - Search Resumes" link in the "Employer Services" section. The text box from the previous page points to this link.

Employer Services

- Find Employees - Post a Job - Search Resumes
- Find an Employment Center
- Telephone Statewide: 1-888-920-WORK (9675)
- Fax ( 1-801-468-0070) or E-Mail ( [postajob@utah.gov](mailto:postajob@utah.gov))
- Post a Job Order for Nationwide Recruitment at America's Job Bank.
- Search [Commercial Job Posting Sites](#) – a FEE is normally associated.
- University Internships

Click [here](#) for the alta Vista Language Translator site. Oprime [aqui](#) para el sitio del traductor del lenguaje de Alta Vista.

This site is best viewed using either Internet Explorer (v6.0) or Netscape Navigator (v7.2) set for 800x600

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UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Downloads Favorites

Address <http://jobs.utah.gov/jsp/utahjobs/login.do> Go Links

**Department of Workforce Services**  
Utah's Job Connection

[DWS Offices](#) [Back to Login](#) [Job Matching Guide](#)

[Online Help](#) [FAQ \(Download Adobe\)](#)

**Already Registered with UtahJobs?**

Username:

Password:

[job seeker forgot username](#)  
[job seeker forgot password](#)

[employer forgot username](#)  
[employer forgot password](#)

**Not Yet Registered with UtahJobs?**

[Electronic Job Board](#)

[Job Seeker Registration](#)

[Employer Registration](#)

**Attention Job Seekers:** We are currently reviewing your registration. Ensuring your account is complete and accurate. Please check your email for instructions from employers to find you!

If you have difficulties using the system, please contact the Help Desk. Press the Delete, Back, Forward, and Stop buttons, then try again.

Trusted sites

After the "Employer Services" page you will come to the "Employer Login" page. Enter your Username & Password on this page to get into the system.

## Forgot Username Process – (Can't remember Username)

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://jobs.utah.gov/jsp/utahjobs/login.do> Go Links

**Already Registered with UtahJobs?**  
  
Username:  
  
  
Password:  
  
  
  
  
[job seeker forgot username](#)  
[job seeker forgot password](#)  
  
[employer forgot username](#)  
[employer forgot password](#)

**Not Yet Registered with UtahJobs?**  
  
[Electronic Job Board](#)  
  
[Job Seeker Registration](#)  
  
[Employer Registration](#)

**Attention Job Seekers:** We have created a site to help you ensure your account is complete and up-to-date will make it easier for you to find jobs.

If you have difficulties using this site, choose from the links below. Press the Delete Cookies, Delete Favourites, or Delete History buttons.

If you can't remember your username, click on the "Employer Forgot Username" link. This will take you to the "Retrieve Username" page below.

<http://jobs.utah.gov/jsp/utahjobs/seeker/search/search.do;jsessionid=75753142DEC838F6314745612201258C> Trusted sites

Employer - Retrieve Username - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://jobs.utah.gov/jsp/utahjobs/employer/retrieveUsername.jsp;jsessionid=75753142DEC838F6314745612201258C> Go Links

**Department of Workforce Services**  
Utah's Job Connection

**DWS Offices**  
[Back to Login](#)

**Employer - Retrieve Username**  
New user? [Sign up here!](#)  
  
Complete required (\*) fields below.  
  
If you do not know your Unemployment Insurance ID (UI ID) or FEIN, call (800)222-2857 or (801)526-9235 in Salt Lake City for assistance.  
  
\* UI ID:  (last 7 digits, no dashes)  
\* FEIN:  (9 digits, no dashes)

Click [here](#) for the alta Vista Language Translator site. Oprime [aquí](#) para el sitio de Traducción de Alta Vista.  
This site is best viewed using either Internet Explorer (v6.0) or Mozilla.  
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[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#)  
Copyright © 2006 State of Utah - All rights reserved.

To get your Username you will need to enter your Employer UI-ID and FEIN on the "Retrieve Username" page above.

Done Trusted sites

Employer - Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Address http://jobs.utah.gov/jsp/utahjobs/employer/retrieveUsernameAction.jsp Go Links

**Department of Workforce Services**  
Utah's Job Connection

[DWS Offices](#)  
[Back to Login](#)

### Employer - Users

Below is a list of Usernames for **X TEST EMPLOYER**.

Select your Username or select "None of the Above (New User)".

**Users:**

- ☐ TESTERS
- ☐ TEST
- ☐ PRYOR
- ☐ MARYFORNELIUS
- ☒ None of the above (New User)

After entering the UI-ID and FEIN you come to the "Users" page. This page will list all of the Users for the employer. Select your Username from the list. Remember your username. You will need it to login on the following page.

Done Trusted sites

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Address http://jobs.utah.gov/jsp/utahjobs/login.do Go Links

**Department of Workforce Services**  
Utah's Job Connection

[DWS Offices](#) [Back to Login](#) [Job Matching Guide](#)  
[Online Help](#) [FAQ \(Download Adobe\)](#)

**Already Registered with UtahJobs?**

Username:

Password:

[job seeker forgot username](#)  
[job seeker forgot password](#)  
[employer forgot username](#)  
[employer forgot password](#)

**Not Yet Registered with UtahJobs?**

[Electronic Job Board](#)  
[Job Seeker Registration](#)  
[Employer Registration](#)

Selecting your username from the "Users" page will take you to the "Login" page. Enter your Username and Password on this page to log into the system.

Done Trusted sites

## Forgot Password Process – (Can't remember Password)

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <http://jobs.utah.gov/jsp/utahjobs/login.do> Go Links

**Department of Workforce Services**  
Utah's Job Connection

DWS Offices [Back to Login](#) [Job Matching Guide](#)  
[Online Help](#) [FAQ \(Download Adobe\)](#)

**Already Registered with UtahJobs?**

Username:

Password:

[job seeker forgot username](#)  
[job seeker forgot password](#)  
[employer forgot username](#)  
[employer forgot password](#)

**Not Yet Registered with UtahJobs?**

[Electronic Job Board](#)  
[Job Seeker Registration](#)  
[Employer Registration](#)

If you can't remember your password, click on the "Employer Forgot Password" link. This will take you to the "Reset Password"

Done Trusted sites

Employer - Reset Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <http://jobs.utah.gov/jsp/utahjobs/employer/resetPassword.jsp> Go Links

**Department of Workforce Services**  
Utah's Job Connection

DWS Offices [Back to Login](#)

**Employer - Reset Password**

New user? [Sign up here!](#)

Complete required (\*) fields below to reset your Password.

If you do not know your Unemployment Insurance ID (UI ID) or FEIN, call (800)222-2857 or (801)526-9235 in Salt Lake City for assistance.

\* UI ID:  (last 7 digits, no dashes)

\* FEIN:  (9 digits, no dashes)

\* Username:

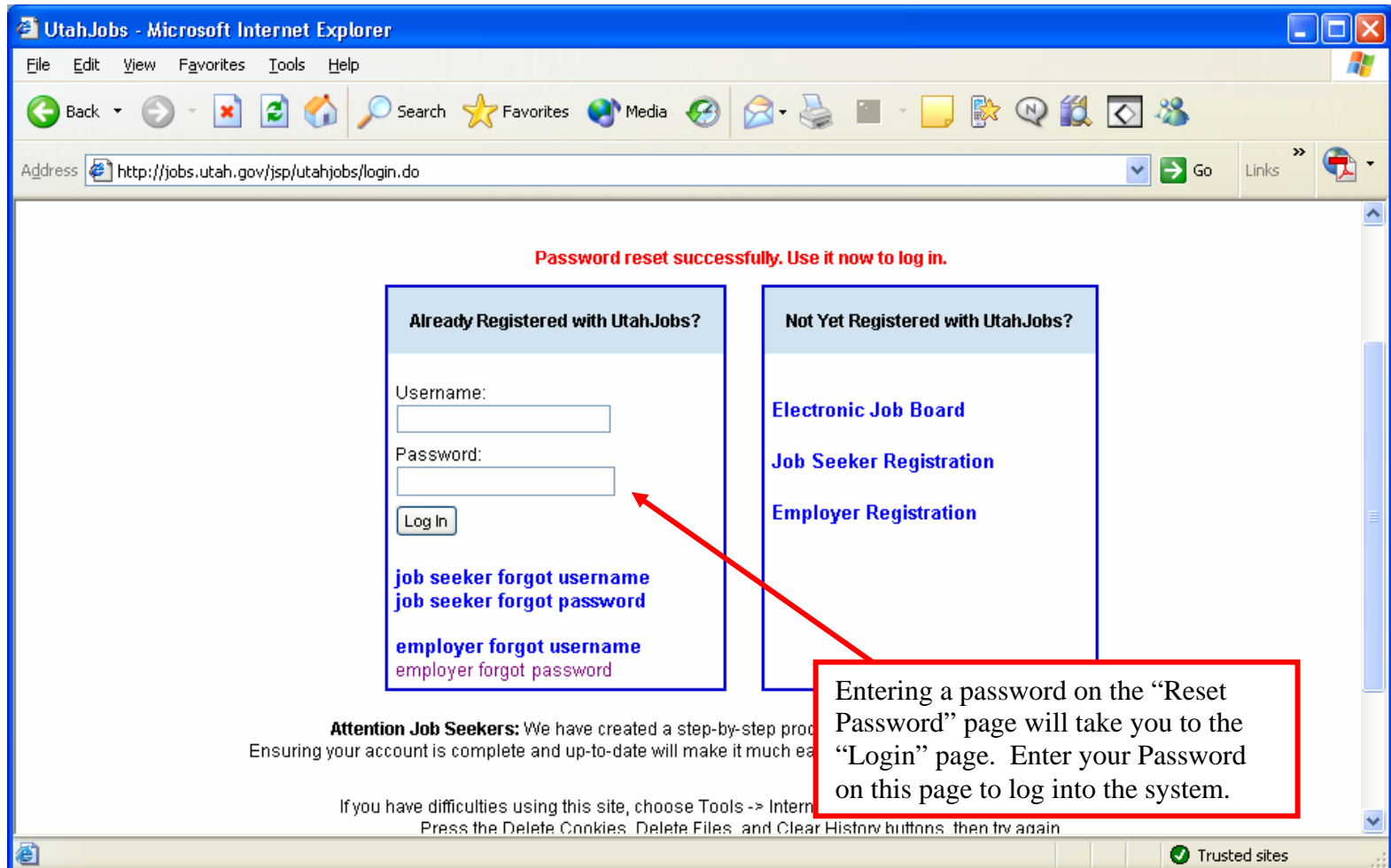
\* Create New Password:

\* Verify New Password:

To reset your Password you will need to enter your Employer UI-ID, FEIN and Username. Enter your Password in the "Create New Password" box and then re-type the same Password in the "Verify New Password" box.

Click [here](#) for the alta Vista Language Translator site.  
This site is best viewed using either Internet Explorer (v6.0) or Mozilla Firefox (v1.0) set for cookies

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# New User Process – (First time using System)

The screenshot shows the Utah Department of Workforce Services website in Microsoft Internet Explorer. The address bar displays <http://jobs.utah.gov/employer/dwsdefault.asp>. The website header includes "State Online Services", "Agency List", and "Business.utah.gov". The main navigation bar features "for Job Seekers", "for Employers", and "for Information and Services". The "Employers" section is active, displaying a list of services such as "Search for Employees", "Report Quarterly UI Taxes", "Seminars / Workshops", "New Hire Registry", "Recruitment Services", "Economic Information", "Hire Vets First", "business.utah.gov", "File an Appeal", "Resource Center", "Pre-Layoff Services", "Find Economic and Wage Data", and "Unemployment Tax Information". On the right side, there is an "Employer Login" section with a "Signup" button highlighted by a red arrow. Below the login section, there is a "What's New" section with a list of recent updates.

If you are a new user and come into the system for the first time you will need to set up a Username, Password and Contact. Select **Signup** to get started.

The screenshot shows the "Employer - Register User (Please Read)" page on the Utah Department of Workforce Services website. The address bar displays <http://jobs.utah.gov/jsp/utahjobs/employer/registerUserLegal.jsp>. The page title is "Employer - Register User (Please Read)" and the subtitle is "Welcome to UtahJobs - Utah Department of Workforce Services' Employer Job Listing and Job Seeker Search System!". The page content includes a list of benefits for employers, a statement about the website's ease of use and no fees, a disclaimer about the accuracy of information, and a list of rules for employers. At the bottom, there is a "Submit" button and a "I Agree" checkbox, which is highlighted by a red arrow. A red box on the right side of the page contains the text: "This page contains the rules and policies for using the system. Read the information and select 'Submit'."

This page contains the rules and policies for using the system. Read the information and select "Submit".

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Downloads Links

Address <http://jobs.utah.gov/jsp/utahjobs/employer/createEmployer.do> Go

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Utah's Job Connection

[DWS Offices](#) [Back to Login](#) [Job Matching Guide](#)  
[Online Help](#) [FAQ \(Download Adobe\)](#)

### Employer - Register User

\* UI ID:  (last 7 digits, no dashes)  
\* FEIN:  (9 digits, no dashes)

Enter your Employer UI-ID and FEIN on the "Register User" page above.

Done Trusted sites

Employer - Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Downloads Links

Address <http://jobs.utah.gov/jsp/utahjobs/employer/retrieveUsernameAction.jsp> Go

**Department of Workforce Services**  
Utah's Job Connection

[DWS Offices](#) [Back to Login](#)

### Employer - Users

Below is a list of Usernames for **X TEST EMPLOYER**.  
Select your Username or select "None of the Above (New User)".

**Users:**

- ☐ TESTERS
- ☐ TEST
- ☐ PRYOR
- ☐ MARYFORNELIUS
- ☒ None of the above (New User)

Other Users for this employer will be listed on the "Users" page above. New Users select "None of the above (New User)" button.

Done Trusted sites

Employer - Contacts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Taskbar

Address <https://jobs.utah.gov/jsp/selfservice/employer/contacts.jsp> Go Links

[DWS Offices](#)  
[New Hire Registry](#)

Below is a list of contacts for **X TEST EMPLOYER**.

Select your Contact information or select "None of the above (New Contact)".

**Contacts:**

- ☐ ROBERT WADE  
(801)468-0041  
rwade@utah.gov
- ☐ E TEST  
(333)222-1111 ext 1111
- ☐ TEST  
(333)444-5555
- ☐ ROBERT WADE  
(801)526-9753  
rwade@utah.gov
- ☒ None of the above (New Contact)

The "Contacts" page lists all the employer contacts already in the system. Your information may be in the list. Click the button next to your contact information or select "None of the above (New Contact)".

Done Trusted sites

Employer - User Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Taskbar

Address <http://jobs.utah.gov/jsp/utahjobs/employer/userProfile.jsp> Go Links

[DWS Offices](#)  
[Back to Login](#)

### Employer - User Profile

Complete required (\*) fields below. You must enter either First Name or Title.

The information you provide will be used by DWS if questions arise about Job Listings you create.

First Name:   
Last Name:   
Title:   
\* Address 1:   
Address 2:   
\* City:   
\* State:  \* Zip:  -   
\* Phone:  -  -  Ext:   
Other Phone:  -  -  Ext:   
Fax:  -  -   
Email:   
Verify Email:

Complete required (\*) fields below to create a new Username and Password.

\* Create Username:  (4 to 11 characters)  
\* Create Password:  4 to 11 characters  
\* Verify Password:  (same as password)

**NOTE:** Remember your Username and Password for future access.

The "User Profile" page is used to enter your Contact Information and create a Username & Password. Now you are ready to Login!

Trusted sites



# Employer Home Page

The Home page is divided into 3 Tabs:

1. Employer Managed Jobs
2. DWS Managed Jobs
3. Closed Jobs

From the Employer Home page you can create new jobs, view & edit current jobs, copy jobs, find job seekers, review job seeker summaries, close jobs and send DWS workers email.

The screenshot shows the 'Employer - Home' page in Microsoft Internet Explorer. The browser's address bar displays 'http://jobs.utah.gov/jsp/utahjobs/employer/home.jsp'. The page header features the 'Department of Workforce Services' logo and a navigation menu on the left with links like 'Employer Home', 'Change Contact Info', 'FAQ', 'DWS Offices', 'Job Order Tips', 'New Hire Registry', 'Help', 'Comments/Suggestions', 'Online Help', 'Back to Login', and 'Log Out'. The main content area has three tabs: 'Employer Managed Jobs' (selected), 'DWS Managed Jobs', and 'Closed Jobs'. Below the tabs is a table titled 'X TEST EMPLOYER' with columns for 'Job Title (Your Job #)', 'Status', and 'Actions'. The table contains one row: 'TEST 10G' with status 'Open'. The 'Actions' column for this row includes links: 'Review Job Seeker Summaries', 'Edit', 'Create Copy', and 'Close'. Red arrows point from text boxes to various elements: 'Create New Job' buttons, the 'TEST 10G' job title, the 'Status' column, the 'Review Job Seeker Summaries' link, the 'Edit' link, the 'Create Copy' link, the 'Close' link, and the column headings. A footer section contains links for 'Help', 'Feedback', 'Equal Opportunity', 'Contact Us', 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', and 'Utah.gov Accessibility Policy', along with a copyright notice for 2006.

Click [Create New Job](#) to enter a new job listing in the system.

The Actions section allows you to [Finish Creating Job](#), [Review Job Seeker Summaries](#) you have already sorted, [Find Job Seekers](#) and [Reopen Job](#) listings.

Click [Close](#) if you have a job that no longer needs to be open.

Click [TEST 10 G](#) or any title in the Job Title column to see additional information about the job. (View Job Page)

To make changes to a job click [Edit](#).

To open a job that is like one you may have had in the past click [Create Copy](#).

Click any [column heading](#) to resort the information in the column. Data will sort in Ascending or Descending order every time you click the heading.

# Employer View Job

Employer - View Job - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Print Preview Print Setup

Address <http://jobs.utah.gov/jsp/utahjobs/employer/viewJob.jsp> Go Links

**Employer Home**  
[Change Contact Info](#)  
[FAQ](#)  
[DWS Offices](#)  
[Job Order Tips](#)  
[New Hire Registry](#)  
[Help](#)  
[Comments/Suggestions](#)  
[Online Help](#)  
[Back to Login](#)  
[Log Out](#)

## View Job

**Employer Job#:** **DWS Job Listing #:** 8416867  
**Job Title:** TEST 10G **DWS Job Classification:** Materials Inspectors

[Find Job Seekers](#) [Edit Job Listing](#) [Create Copy](#) [Put Job on Hold](#) [Close Job](#)

**Applicant Profiles Not Viewed:** 1  
**Sorted Job Seeker Summaries:**  
4 [Accepted](#)  
2 [Undecided](#)  
1 [Rejected](#)  
1 Job Seekers Viewed This Job

**Job Listing Stats:**  
0 Received Contact I  
+ 1 Referred By DWS  
+ 7 Your Total Sorted J  
= 8 Total Job Seekers

**Job Title:** TEST 10G  
**Job Description:** testa  
**DWS Job Classification:** Materials Inspectors  
**Employer Job #:**  
**How Many Job Seekers Can Apply?** 250  
**Which Job Seekers Can Apply?** Job Seekers Must Apply Th  
**Managed By:** Employer

**This is the information qualified Job Seekers will see:**

**Employer Name:** X TEST EMPLOYER  
**Appear In Person:** 140 E BROADWAY  
SALT LAKE CITY, UT 84111  
**Instructions:** test  
**Job Title:** TEST 10G  
**Job Description:** testa  
**Job Location:** SALT LAKE CITY, UT 84111-2305  
**Experience Required:** 1 month  
**Number Of Openings:** 1  
**Job Close Date:** 02/01/07  
**Starting Pay:** \$6.00 - \$7.00 Hourly  
**Commission Or Piece-Rate Job:** No  
**Duration:** Over 150 Days  
**Term(s):** Full Time  
**Shifts:** Day  
**Work Schedule:** test  
**Days Off:** Friday, Saturday, Sunday  
**Vehicle Required:** No  
**Minimum Driver License Class:** None

Clicking on the job title from the home page will open the **View Job** page.

The View Job page displays a summary of the job listing details. Information appears in the format that the job seeker sees when they search and find the job.

If you want to create a new job listing for the same type of job you can click on the [Create Copy](#) button.

Done Trusted sites



# Create New Job / Create Copy / Edit / Finish Creating Job

Employer - Job Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Address Bar Go Links

Address: http://jobs.utah.gov/jsp/utahjobs/employer/jobListing.jsp

## Job Listing

Enter the Job Listing information and requirements below. You must complete all required (\*) fields.

**Your Job #:**

\* What is this job's **Title**?

How many **Months Of Experience** are required?

\* What is the **Description** of this job? (1500 characters max)

Do not put company name or instructions on how to apply here!  
Example: Administer local, inhalation, intravenous, and other anesthetics. Assess the needs of individuals, families and/or communities, including assessment of individuals' home and/or work environments to identify potential health or safety problems. Conduct specified laboratory tests. Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans. Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.

\* How many **Openings** are available?

\* When should this job **Close**?  (mm/dd/yy) (Max date 04/04/07)

\* **How Many Job Seekers** can apply?

\* **Which Job Seekers** can apply?  
☐ Qualified Job Seekers ☒ All Job Seekers

Enter **Instructions** for Job Seekers :  
(250 characters max)

Example: E-Mail resume in Word format and then call and speak to Joe to set up interview appointment.

\* What is the **Worksite Address** for this job?

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip:  -

\* **Employer Name** (for this job):

\* Should Job Seekers **See The Employer Name**? ☒ Yes ☐ No

\* Which **Method(s)** do you want Job Seekers to use to contact you about this job?  
(enter information next to each checkbox you select)

☐ Email:

☐ Phone:  -  -  Ext:

Trusted sites

### The Job

**Listing** page is used to Create New Jobs, Create Copies of existing jobs, Edit open jobs and Finish Creating Jobs that did not get completed.

Questions with a red \* next to them are required fields.

Enter all other fields on the page that applies to your job listing.

There is an [Occupational Wage Information](#) link to help you find the most up to date wage information for your job.

Default Job information will populate in many of the fields when you create a new job. On new job listings there are a few fields that have example text (Ghost Text) that disappears when you start typing in the field.

When you copy a job, the information from the job you copied from will populate on the new job listing.

You can make changes (Edit) to your job listing as long as the job is open and **you** are managing the job.

## Suggested Job Classifications

**Employer - Suggested Job Classifications - Microsoft Internet Explorer**

Address: <http://jobs.utah.gov/jsp/utahjobs/employer/jobClasses.jsp>

**Employer Home**  
**Change Contact Info**

You must select a Job Classification to complete your job. This page lists some Suggested Job Classifications related to your Job Title. For a list of all the classifications click [All Job Classifications](#). Select the classification that best fits your job posting.

**Suggested Job Classifications** | **All Job Classifications**

**Suggested Job Classifications**

**Employer Job#:** DWS Job Listing #: 8435518  
**Job Title:** nurse **DWS Job Classification:** Pending Classification

To complete and open your Job Listing, you must now select a Job Classification.

Select a Job Classification below based on your Job Title: **nurse**

**NOTE:** The Job Classification is used to find Job Seekers so it is important that you select a correct Job Classification. Click on the Job Classification Title to make your selection.

[All Job Classifications](#)  
[Edit Job Listing](#)

Job Classification	# Of Potential Job Seekers (Statewide)
<a href="#">Licensed Practical and Licensed Vocational Nurses</a>	268
<a href="#">Nursing Aides, Orderlies, and Attendants</a>	1919
<a href="#">Nursing Instructors and Teachers, Postsecondary</a>	9
<a href="#">Psychiatric Aides</a>	122
<a href="#">Recreational Therapists</a>	36
<a href="#">Registered Nurses</a>	390
<a href="#">Surgical Technologists</a>	85

The number above is the number of job seekers with the classification name.

## Confirm Job Classification

**Employer - Confirm Job Classification - Microsoft Internet Explorer**

Address: <http://jobs.utah.gov/jsp/utahjobs/employer/suggestedJobClassificationsAction.jsp>

**Employer - Confirm Job Classification**

**Employer Job#:** DWS Job Listing #: 8435518  
**Job Title:** nurse **DWS Job Classification:** Pending Classification

Your Job Title: **nurse**

The Job Classification you selected: **Licensed Practical and Licensed Vocational Nurses.**

**Description:** Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

If the Job Classification you selected is correct, click the Confirm Job Classification button below.

If the Job Classification you selected is incorrect, press the Select Different Job Classification button below.

[Edit Job Listing](#)

[Confirm Job Classification](#) [Select Different Job Classification](#)

Job Classification cannot be changed after it is confirmed. Click [Confirm Job Classification](#) to finish entering job listing.



# Job Listing Completed

Employer - Job Listing Completed - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Print Preview Print Setup

Address <http://jobs.utah.gov/jsp/utahjobs/employer/jobCompleted.jsp> Go Links

## Job Listing Completed

**Employer Job#:** **DWS Job Listing #:** 8435518

**Job Title:** nurse **DWS Job Classification:** Licensed Practical and Licensed Vocational Nurses

**Congratulations! Your Job Listing is completed and is now open.**

[Find Job Seekers](#) [Edit Job Listing](#)

**Job Title:** nurse  
**Job Description:** nurse  
**DWS Job Classification:** Licensed Practical and Licensed Vocational Nurses  
**Employer Job #:**  
**How Many Job Seekers Can Apply?** 250  
**Which Job Seekers Can Apply?** All Job Seekers

**This is the information qualified Job Seekers will see:**

**Employer Name:** X TEST EMPLOYER  
**Appear In Person:** 140 E BROADWAY  
SALT LAKE CITY, UT 84111  
**Instructions:** Not Specified  
**Job Title:** nurse  
**Job Description:** nurse  
**Job Location:** SALT LAKE CITY, UT 84111  
**Experience Required:** No Requirement  
**Number Of Openings:** 1  
**Job Close Date:** 02/04/07  
**Starting Pay:** Not Specified  
**Commission Or Piece-Rate job:** No  
**Duration:** Over 150 Days  
**Term(s):** Full Time  
**Shifts:** Day  
**Work Schedule:** Not Specified  
**Days Off:** Not Specified  
**Vehicle Required:** No  
**Minimum Driver License Class:** None  
**Driver License Endorsements:** Not Specified  
**Skills / Tools:** Not Specified  
**Minimum Degree:** None  
**Licenses / Certificates:** Not Specified  
**Benefits Offered:** Not Specified

**Home**

Your job is complete and entered into the system. **Job Listing Completed** page displays a summary of the job listing details. Information appears in the format that the job seeker sees when they search and find the job.

From this page you can [Find Job Seekers](#) or go back and [Edit Job Listing](#). You can always click the link to go to the home page.

Done Trusted sites

## Find Job Seekers – (Review Seeker Summaries)

**Employer - Find Job Seekers - Microsoft Internet Explorer**

File Edit Favorites Tools Help

Search Favorites Media

tah.gov/jsp/utahjobs/employer/findJobSeekers.jsp

### Find Job Seekers

**Employer Job#:** **DWS Job Listing #:** 8435518

**Job Title:** nurse **DWS Job Classification:** Licensed Practical and Licensed Vocational Nurses

---

**Sorted Job Seeker Summaries:**

- 1 [Accepted](#)
- 2 [Undecided](#)
- 1 [Rejected](#)

0 Job Seekers Viewed This Job

**Job Listing Stats:**

- 0 Received Contact Information For This Job Listing
- + 0 Referred By DWS
- + 4 Your Total Sorted Job Seeker Summaries
- = 4 Total Job Seekers (after 250 Job Goes On Hold)

**Job Seeker Summary:** 5 of 42 [Refine Search Criteria](#)

---

#### Job Seeker Summary

MICHAEL STAHELI  
804 E 1050 S  
DURK, UT 84660-2935  
(1)798-9369  
[MICHAEL@PRODIGY.NET](mailto:MICHAEL@PRODIGY.NET)

**Employment History:**

Employer:		Location:	
Title:		Date(s):	
Description:			
Employer:		Location:	
Title:		Date(s):	06/2000 - 06/2001
Description:	COOKING, FOOD PREP		

**Skills / Equipment:**

- Hard Hat
- Own Truck

Your notes about this Job Seeker:  
(200 characters max)  
(Job Seekers cannot see your notes)

[Accept Job Seeker](#) [Undecided](#) [Reject Job Seeker](#)

[Print Job Seeker Summary](#)

Done Trusted sites

**The Find Job Seekers page** allows you to look at Summaries of Job Seekers that meet your Job Listing qualifications.

The **Sorted Job Seeker Summaries** section lists the summaries that you have sorted into the different areas. You sort the summaries by reviewing the seeker summary information on this page and selecting one of the three decision buttons.

[Accept Job Seeker](#)  
[Undecided](#)  
[Reject Job Seeker](#)

**The Job Listing Status** section shows you information about the number of job seekers that are getting information about the job.

If you have too many or too few summaries to review you can change your search requirements by clicking the [Refine Search Criteria](#) button.

## Find Job Seekers – (Sorted Job Seeker Summaries)

**Employer - View Job - Microsoft Internet Explorer**

Address: <http://jobs.utah.gov/jsp/utahjobs/employer/viewJob.jsp>

**View Job**

Employer Job#: [blank] DWS Job Listing #: 8435518  
Job Title: nurse DWS Job Classification: Licensed Practical and Licensed Vocational Nurses

Find Job Seekers Edit Job Listing Create Copy Put Job on Hold Close Job

Applicant Profiles Not Viewed: 38  
Sorted Job Seeker Summaries: 1 Accepted, 2 Undecided, 1 Rejected  
Job Listing Stats: 0 Received Contact Information For This Job Listing, 0 Referred By DWS, 4 Your Total Sorted Job Seeker Summaries, 4 Total Job Seekers (after 250, Job Goes On Hold)

This is an example of summaries that have been sorted into all three of the decision areas.

## Accepted Job Seeker Summaries

**Employer - Undecided Job Seekers - Microsoft Internet Explorer**

Address: <http://jobs.utah.gov/jsp/utahjobs/employer/undecidedJobSeekers.jsp>

**Undecided Job Seekers**

Employer Job#: [blank] DWS Job Listing #: 8435518  
Job Title: nurse DWS Job Classification: Licensed Practical and Licensed Vocational Nurses

Job Seeker Summaries Not Viewed: 38 (Find Job Seekers)  
Sorted Job Seeker Summaries: 1 Accepted, 2 Undecided, 1 Rejected  
Job Listing Stats: 0 Received Contact Information For This Job Listing, 0 Referred By DWS, 4 Your Total Sorted Job Seeker Summaries, 4 Total Job Seekers (after 250, Job Goes On Hold)

Job Seeker's Name	Date Undecided	Notes (Update Your Notes)
<input type="checkbox"/> DAVID G BAKER	01/04/07	
<input type="checkbox"/> JADE W MYERS	01/04/07	

Select All Select None

Print Summaries Move To Accepted Move To Rejected

(Disable Pop-Up Blockers)

This page is an example of the Accepted Job Seeker summaries. The page shows 2 summaries accepted. You can click next to their names to

You can check the box next to a seeker name to move them to Undecided or Rejected.

## Undecided Job Seeker Summaries

Employer - Undecided Job Seekers - Microsoft Internet Explorer

Address: <http://jobs.utah.gov/jsp/utahjobs/employer/undecidedJobSeekers.jsp>

**Employer Home**  
[Change Contact Info](#)  
[FAQ](#)

**Undecided Job Seekers**

Employer Job#: \_\_\_\_\_ DWS Job Listing #: 8435518  
Job Title: nurse DWS Job Classification: Licensed Practical and Licensed Vocational Nurses

Job Seeker Summaries Not Viewed: 38 ([Find Job Seekers](#))

Sorted Job Seeker Summaries:

1 Accepted  
2 Undecided  
1 Rejected

Job Listing Stats:

0 Received Contact Information For  
+ 0 Referred By DWS  
+ 4 Your Total Sorted Job Seeker Summaries  
= 4 Total Job Seekers (after 250, Job Closes On H)

0 Job Seekers Viewed This Job

**Job Seeker's Name** **Date Undecided** **Notes ([Update Your Notes](#))**

<input type="checkbox"/> DAVID G BAKER	01/04/07	
<input type="checkbox"/> JADE W MYERS	01/04/07	

Select All  
Select None

[Print Summaries](#) [Move To Accepted](#) [Move To Rejected](#)

(Disable Pop-Up Blockers)

This page is an example of the **Undecided Job Seeker** summaries. The page shows 2 summaries undecided. You can click next to their names to [Print Summaries](#).

You can click the [Update Your Notes](#) link to enter or change a note.

## Rejected Job Seeker Summaries

Employer - Rejected Job Seekers - Microsoft Internet Explorer

Address: <http://jobs.utah.gov/jsp/utahjobs/employer/rejectedJobSeekers.jsp>

**Department of Workforce Services**  
*Utah's Job Connection*

**Rejected Job Seekers**

Employer Job#: \_\_\_\_\_ DWS Job Listing #: 8435518  
Job Title: nurse DWS Job Classification: Licensed Practical and Licensed Vocational Nurses

Job Seeker Summaries Not Viewed: 38 ([Find Job Seekers](#))

Sorted Job Seeker Summaries:

1 Accepted  
2 Undecided  
1 Rejected

Job Listing Stats:

0 Received Contact Information For This Job Listing  
+ 0 Referred By DWS  
+ 4 Your Total Sorted Job Seeker Summaries  
= 4 Total Job Seekers (after 250, Job Closes On H)

0 Job Seekers Viewed This Job

**Job Seeker's Name** **Date Rejected** **Notes ([Update Your Notes](#))**

<input type="checkbox"/> JEAN A WEBER	01/04/07	
---------------------------------------	----------	--

Select All  
Select None

[Print Summaries](#) [Move To Accepted](#) [Move To Rejected](#)

(Disable Pop-Up Blockers)

This page is an example of the **Rejected Job Seeker** summaries. The page shows 1 summary rejected. You can click next to the name to [Print Summaries](#).

There are still 38 Summaries not viewed yet. You can click the [Find Job Seekers](#) link to view those summaries.

## Change Job Requirements – (Increase/Decrease Summaries)

Employer - Change Job Requirements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Address Bar Links

Address: http://jobs.utah.gov/jsp/utahjobs/employer/changeJobRequirements.jsp Go

**Employer Home**  
[Change Contact Info](#)

Use the **Refine Search Criteria** page to modify your search criteria. The most common reason for changing the search criteria is to increase or decrease the number of seeker summaries.

Changing the search criteria will not modify your job order information. (Changing data on this page is temporary).

After you make changes click the [Find Job Seekers](#) button.

### Refine Search Criteria

**Employer Job#:** **DWS Job Listing #:** 8435518

**Job Title:** nurse **DWS Job Classification:** Licensed Practical and Licensed Vocational Nurses

**Changes made on this screen are for finding job seekers only. Your Job Listing will not change.**

**Where** do you want to find Job Seekers? ☒ In My Local Area ☐ Statewide

Find Job Seekers with this **Job Classification** :

How many **Months of Experience** are required?

Find Job Seekers using these **Key Words** :   
  
 ☒ And ☐ Or

What is the **Starting Pay**? **Occupational Wage Information**

☐ Wage  
☐ Negotiable  
☒ Not Specified

Is this a **Commission Or Piece-Rate** job? ☐ Yes ☒ No

**\* Terms** (check all that apply) : ☒ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

**\* What Shifts** are required? ☒ Day ☐ Swing ☐ Graveyard ☐ Rotating

What are the **Days Off**? ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Is a **Vehicle Required** to perform this job? ☐ Yes ☒ No

**\* What Minimum Driver License Class** is required?

What **Driver License Endorsements** are required? (you may select up to 5)

<input type="checkbox"/> Double/Triple Trailer	<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Motorcycle
<input type="checkbox"/> Passenger	<input type="checkbox"/> School Bus	<input type="checkbox"/> Tank Vehicle
<input type="checkbox"/> Tank and Hazardous Materials	<input type="checkbox"/> Taxi Cab	

What **Skills / Equipment** are required for this job? (you may select up to 5)

<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>

**\* What Minimum Degree** is required for this job?

Find Job Seekers that **Main** in:

Trusted sites

## Close Job Listing (Close Job Warning)

Employer - Close Job Warning - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Taskbar

Address http://jobs.utah.gov/jsp/utahjobs/employer/closeJobWarning.jsp Go Links

**Employer Home**  
[Change Contact Info](#)

**Close Job Warning**

**Employer Job#:** **DWS Job Listing #:** 8435518  
**Job Title:** nurse **DWS Job Classification:** Licensed Practical and Licensed Vocational Nurses

**Job Title :** nurse  
**Job Description :** nurse  
**Job Classification :** Licensed Practical and Licensed Vocational Nurses  
**Your Job # :**  
**How Many Job Seekers Can Apply? :** 250  
**Which Job Seekers Can Apply? :** Job Seekers Must Apply Through WSD

Once the above Job Listing is closed, you will no longer be able to find Job Seekers for it or make any changes or corrections to it.

Are you sure you want to close this Job Listing?

(Disable Pop-Up Blockers)

Trusted sites

When you close a job listing the **Close Job Warning** page will open. Decide if you really want to close the job. If you do click **YES - Close Job Now** if you don't click **NO - Do Not Close Job**

## Job Hire Info (When Closing Job Listing)

Employer - Job Hire Info - Microsoft Internet Explorer

**Job Hire Info**

**Employer Job#:** **DWS Job Listing #:** 8416867  
**Job Title:** TEST 10G **DWS Job Classification:** Materials Inspectors

Thank you for posting your Job Listing!

8 Job Seeker(s) received information about this Job Listing.

To help us serve you better, enter information below for Job Seekers hired for this Job Listing.

**NOTE:** Entering hire information here does not update the [New Hire Registry](#).

**Hire Entry**

First Name:   
Last Name:   
SSN:  -  -

First Name:   
Last Name:   
SSN:  -  -

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If you close a job listing the **Job Hire Info** screen opens. Use this screen to enter the name(s) and SSN(s) of the job seeker(s) that you hired. This information does not go to the New Hire Registry. Click the [New Hire Registry](#) link to report new hire information.



# Change Contact Information

Employer - Change Contact Info - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Taskbar Links

Address <http://jobs.utah.gov/jsp/utahjobs/employer/changeContactInfo.jsp> Go

## Change Contact Info

Complete required (\*) fields below. You must enter either First Name or Title.

The information you provide will be used by DWS if questions arise about job listings you create.

[Change Password](#)  
[Change Username](#)

First Name:   
Last Name:   
Title:   
\* Address 1:   
Address 2:   
\* City:   
\* State:   
\* Phone:  -  -   
Other Phone:  -  -   
Fax:  -  -   
Email:   
Verify Email:   
\* Zip:  -   
Ext:   
Ext:

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Trusted sites

**Employer Home**  
[Change Contact Info](#)  
[FAQ](#)  
[DWS Offices](#)  
[Job Order Tips](#)  
[New Hire Registry](#)  
[Help](#)  
[Comments/Suggestions](#)  
[Online](#)

The **Change Contact Info** page can be used to modify your contact information. DWS may use this information to contact you if needed.

From this page you can also access pages to change your Username and/or Password. Click the [Change Password](#) or [Change Username](#) links to make these changes.

## Change Password

Employer - Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://jobs.utah.gov/jsp/utahjobs/employer/changePassword.jsp> Go Links

**Department of Workforce Services**  
Utah's Job Connection

**Employer Home**  
Change Contact Info  
FAQ  
DWS Offices  
Job Order Tips  
New Hire Registry  
Help  
Comments/Suggestions  
Online Help  
Back to Login  
Log Out

### Change Password

Complete required (\*) fields below.

\* Username:

\* Current Password:

\* Create New Password:  (4 to 11 characters, case sensitive)

\* Verify New Password:  (same as Create New Password above)

**NOTE:** Your Username will not be changed.

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**To Change Password** you need to enter your Username, Current Password, Enter your New Password and Re-enter your New Password.

## Change Username

Employer - Change Username - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://jobs.utah.gov/jsp/utahjobs/employer/changeUsername.jsp> Go Links

**Department of Workforce Services**  
Utah's Job Connection

**Employer Home**  
Change Contact Info  
FAQ  
DWS Offices  
Job Order Tips  
New Hire Registry  
Help  
Comments/Suggestions  
Online Help  
Back to Login  
Log Out

### Change Username

Complete required (\*) fields below.

\* Current Username:

\* Password:

\* Create New Username:  (4 to 11 characters)

\* Verify New Username:  (same as Create New Username above)

**NOTE:** Your Password will not be changed.

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**To Change Username** you need to enter your Current Username, Password, Enter your New Username and Re-enter your New Username.